

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF GEORGIA**

Human Resources Office
United States District Court
Atlanta, Georgia

Vacancy Announcement #16-01

Closing Date: October 19, 2015, or until filled



ADMINISTRATIVE SUPPORT CLERK

Temporary Appointment

**Starting Salary: CL 23 (\$33,074 - \$41,348)
depending upon experience**

The United States District Court has an *immediate opening* for an Administrative Assistant in the Human Resources Office. This is a temporary appointment for 90 days, with the possibility of extension depending upon need and workload.

The Administrative Support Clerk provides administrative, technical, and secretarial assistance to the Human Resources Office. The position is the initial point of contact for the office, serving as the receptionist/greeter of visitors. The incumbent performs administrative duties such as filing, scanning, copying, distributing mail, inputting data, customer service (answering and handling phone calls) and creating, formatting and assembling reports.

REPRESENTATIVE DUTIES:

- Perform office reception duties, including answering telephones and greeting in-person visitors. Answer routine questions and direct callers or visitors to appropriate department or person.
- Verify eligibility of issuance and process forms to issue attorney identification cards.
- Prepare form letters, reports, notices, and other correspondence from templates, notes, and drafts. Proofread and edit documents for accuracy, proper grammar, and spelling. Maintain correspondence files and document control records.
- Review and organize incoming mail and route applicable correspondence to appropriate individuals for handling. Receive, screen and route incoming mail to appropriate persons or offices. Prioritize and route all internal communications throughout the court unit as appropriate. Process outgoing mail, including mail requiring special handling.
- Assist with locating, scanning, copying, filing, and certifying documents. Maintain, update and track both paper and electronically filed documents.
- Maintain logs, tracking forms, spreadsheets, and databases for the purpose of tracking statistics and data; prepare statistical tables and reports; gather data for management review and draft reports based on statistical data. Generate standard reports from databases.
- Report matters regarding the office's physical needs, such as heating, cooling, lighting, and cleaning. Maintain office supplies and office equipment, arranging for service and repairs, as required.
- Perform other duties, as assigned.

MANDATORY QUALIFICATIONS:

To meet the minimum qualifications, you must be a high school graduate or equivalent and possess two years of general experience. General experience is defined as progressively responsible clerical, office, or other work experience which indicates the possession of excellent written and oral communication skills with a variety of persons, and proficiency in document processing, records management, and filing system maintenance. Such experience should have required the daily exercise of tact, good judgment, decisiveness, resourcefulness, poise, and initiative. The successful candidate should be proficient in the use of computer applications such as WordPerfect, Word and Excel.

PREFERRED QUALIFICATIONS:

Bachelor's degree from an accredited college or university. Experience working in a federal court environment. Knowledge of human resources policies, procedures and/or practices through education or experience.

PROFESSIONAL CHARACTERISTICS:

Ability to communicate clearly and professionally with a wide ranging constituency, including federal judges, court managers, the public and other court employees. Ability to work harmoniously with others, while maintaining strict confidentiality. Strong personal and professional integrity.

BENEFITS:

- Participation in the Federal Employees Health Benefits Program (pre-tax benefit)
- Accrual of paid vacation and sick leave days
- Ten paid holidays during the year
- Public Transportation Subsidy

NOTICE TO APPLICANTS: Employees of the United States District Court are appointed in the excepted service, are considered "at-will" employees, and serve at the pleasure of the Court. All employees are required to adhere to a Code of Conduct, copies of which are available upon request. As a condition of employment, the selected candidate must successfully complete a background investigation with law enforcement agencies, as well as a check of financial and credit records. Any position offer will be considered provisional until a full suitability determination can be made. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicant must be a United States Citizen or eligible to work in the United States.

The United States District Court is part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service positions.

HOW TO APPLY: To apply for this position, qualified applicants should submit: 1) an application for Judicial Branch Federal Employment, Form AO 78 (available through this link to the U.S. Courts website: <http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>); 2) a cover letter addressing qualifications and relevant experience; and 3) a chronological résumé including education and employment history. Completed package should be submitted electronically to HR_GAND@gand.uscourts.gov or via mail to **United States District Court, Attn: Human Resources Manager, Vacancy #16-01, 75 Ted Turner Drive, SW, Room 2013, Atlanta, GA 30303-3309**. All applicants will be screened to identify the best qualified and suitable candidate. Only the best qualified candidates will be invited for an interview. Interview and relocation expenses are not reimbursable.